

AA23 Faculty Consultation with Students

Classification:	Academic Affairs
Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1995-01-01
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Date to Complete Mandatory Review:	2029-04-29

PURPOSE

To provide students with access to faculty members for out-of-class assistance to support student learning and success as stipulated in the Academic Employees Collective Agreement.

SCOPE

All faculty members

POLICY

1. Faculty members must provide some out-of-class time to consult with students to support student learning and success.
2. Article 11.01F of the Academic Employees Collective Agreement provides full-time professors and instructors an allowance of a minimum of six complementary hours of the forty-four hour maximum weekly total workload of which four are to be attributed for routine out-of-class assistance to individual students.
3. At the beginning of each course, students are to be provided information which indicates how to reach the faculty member to arrange for consultation. This information is to be provided on the Learning Management System and remain accessible for the duration of the course.
4. For communications outside of the Learning Management System, email communications with students should be through Algonquin College email addresses. Faculty members and students are strongly encouraged to use approved College systems for communications.

PROCEDURE

	Action	Responsibility
1.	Inform students on the first day of class how they can be reached for assistance and how appointments can be set.	Faculty member
2.	Provide students with contact information and availability in the module labelled "Contact Information" in the Learning Management System consistent with Policy AA42: Learning Management System.	Faculty member
3.	Respond to student emails and voice mail within two working days of receiving the message or within two days of the out-of-office identified return date specified, except under special circumstances.	Faculty member

4.	In the event of no response from the faculty member within 2 business days, students should reach out to the program coordinator.	Student
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RELATED POLICIES

AA40: Academic Advising

AA42: Learning Management System

RELATED MATERIALS

[Academic Employees Collective Agreement](#)